



OFFICE OF THE ACCOUNTANT GENERAL (AUDIT I)
ODISHA: BHUBANESWAR.

CIRCULAR

Sub: Preventive measures to contain spread of COVID19: Attendance of Central Government Officials -regarding.

The Special Relief Commissioner, Government of Odisha vide No. 707/R&DM (DM) dated 31.01.2022 issued instructions that all Offices under the control of Govt. of Odisha shall function with 100 per cent of the Staff with strict adherence to COVID protocols during February 2022 (upto 28.02.2022). Further, the Headquarters Office vide letter No. 30-Estates/11-2020 dated 06.02.2022 has issued instructions that employees at all levels without any exemption, shall attend Office on regular basis with effect from 07.02.2022. The employees shall wear masks at all times and continue to follow COVID appropriate behaviour strictly.

In view of the said orders, the undersigned is directed to state that:

- (i) This Office shall function with 100 per cent attendance of the Officers/Staff at all levels (Groups: A, B & C (Non-IAAS) with effect from the date of issue of this Circular and up to 28.02.2022 or until further orders, whichever is earlier.
- (ii) All the Officers/Staff are instructed to strictly adhere to 'COVID appropriate behaviour' (wearing face masks, maintaining social distancing, frequent hand washing etc.).
- (iii) Marking of attendance in Biometric Attendance System is suspended up to 15.02.2022 or until further orders, whichever is earlier. However, the Officials shall mark their attendance in Attendance Registers manually.
- (iv) Audit parties shall resume field audit from the date of issue of this Circular, as per approved audit plan and tour programme of each AMG.

Sd/-

Deputy Accountant General/ Admn. (Audit I)

Memo No. AG (Audit-I)/Admn./Gen/OC/2020-21/1592

Date: 07.02.2022

1. Secretary to Pr. Accountant General (Au-II), Odisha, Bhubaneswar.
2. Secretary to Accountant General (Au-I), Odisha, Bhubaneswar.
3. Secretary to Accountant General (A&E), Odisha, Bhubaneswar.
4. Sr. DAG/DAG: AMG-I/ AMG-II/ AMG-III/ AMG-IV/ AMG-V of the Office of the Accountant General (Audit I), Odisha, Bhubaneswar.
5. Sr. Audit Officer/ Welfare (Audit I).
6. Branch Officers: AMG-I/ AMG-II/ AMG-III/ AMG-IV/ AMG-V/ OE /T&E /Estate /Hindi Cell/Conf. Cell/Legal Cell/ITA/Report & ECPA/Report (PAC)/ Hindi Cell; with a request to bring COVID19 positive cases immediately to notice of the concerned Group Officer, under intimation to the undersigned. They may be requested to follow COVID 19 protocols.
7. BO/OM (Audit I) with a request to ensure proper cleaning and frequent sanitisation of workplace, frequently touched surfaces etc.
8. AAO/DA&RC kindly upload the Circular in Office website.
9. Notice Board/ Guard File.
10. Spare copy.

Deepak Mahapatra
07/2/2022

Sr. Audit Officer/Admn (Audit I)

*Pl. upload
for Shri. S. Ar.
AD
07/02/22*